

TROY AREA SCHOOL DISTRICT



Student Handbook

2023-2024

*O Trojans list to our joyous song
In praise of the Red and White,
And honor your Alma Mater as long
As you dare to be true and right.
Remember how long the school has stood,
Remember how great she has grown
And if we always strive as we should
Her fame will be wider known.*

*All hail to the high school,
to her we'll be true.
All hail to the loved Red and White
Her loyalty ever we'll gladly renew
As we point to the school colors bright.
The good times we have as the days speed away
We'll hold in memory dear,
We'll honor our high school forever and aye,
For our dear **T. H. S.** we will cheer!*

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Troy Area Jr/Sr High School

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Troy PA 16947
(570) 297-2176
www.troyareasd.org

WELCOME

The staff of Troy Jr/Sr High School welcomes each of you and invites you to take on the challenge offered by the coming year. It is our responsibility to provide the opportunity and the rigorous educational climate necessary for you to be successful. However, success depends upon your ability to assume the responsibility of putting forth maximum effort to achieve your goals.

We hope you will take pride in your school and community. Furthermore, we hope you will also be able to take pride in your educational, social, and moral accomplishments; for it is the sum total of each student's progress that results in a better society for all of us.

We encourage you to seek the assistance of administration, guidance, and faculty to make your high school years more profitable.

Superintendent	Janylyn Elias
Principal	Steve Brion
Assistant Principal	Brad Feldmeier
School Counselor	Marie Gibble
School Counselor	Holly Stevens

Principal's Message

Welcome to Troy High School!

We look forward to working with you and your family. Our goal is to provide you with a positive and productive high school experience. Your teachers will guide you, but it is up to you to make effective and responsible choices to support your goals and your work toward a career pathway.

We are committed to providing you with effective instruction and mentorship. We strive to continuously improve our instructional practice on an ongoing basis. We will help you to gain the skills necessary in the adult world, and we will work to prepare you to succeed on tests and exams which are important to your future. We will work to provide you with opportunities and a level of challenge which will prepare you to enter the workforce, the military, or college.

If you need support during this time, there are many adults here to help. Don't be afraid to speak to a trusted teacher, contact your guidance counselor, or ask to speak with the school social worker. There are a variety of supports available if needed. Please let us know if we can help.

We look forward to a cooperative, challenging, and ultimately successful high school experience!

Sincerely,

Mr. Steve Brion, Principal
Mr. Brad Feldmeier, Assistant Principal

The Troy Area School District shall not discriminate based on sex, race, religion, politics, marital status, age, or handicap in its educational programs, activities, employment, promotion, or general operational practices.

OBJECTIVES

The administration and faculty will:

1. Share with students the responsibility to develop a climate within the school that is conducive to a positive learning environment.
2. Encourage the development of good citizenship.
3. Promote an understanding of self-respect, self-discipline, and self-sufficiency.
4. Instill a respect for self, peers, authority, laws, and property.
5. Help students develop and obtain reasonable goals.
6. Encourage students to persevere.
7. Provide the necessary atmosphere for effective interpersonal and group relationships.
8. Encourage students to think and act independently.
9. Encourage leadership.

The student will:

1. Support and develop a climate within school that is conducive to a positive and safe learning environment.
2. Respect the rights of fellow students and NOT interfere with the education of his/her fellow students.
3. Be aware of and adhere to state and local laws, school rules and regulations.
4. Attend school regularly and be punctual to class and activities.
5. Dress and groom themselves to meet fair standards of safety and health and so as not to cause disruption.
6. Make all necessary arrangements for making up work when absent from school.
7. Make a conscientious effort in class.
8. Respect the right and authority of teachers and administrators.
9. Express ideas and opinions in a respectful manner so as not to offend or slander others.
10. Be willing to volunteer information in matters relating to health, safety, and welfare of the school community and the protection of school property and private property within the school.
11. Exercise proper care when using public or private facilities and equipment.

[District Policy: Students Rights and Responsibilities](#)

[District Policy: Student Involvement in Decision Making](#)

School regulations are in effect on any and all school grounds at all times: immediately before or after school, at school activities, on the way to/from school, while in a school vehicle, at established school bus stops, and off school grounds at any school-sponsored event.

ACTIVITIES

It is an honor and a privilege to represent Troy Jr/Sr High School in extracurricular activities. Students who do so must remember that they are public ambassadors of the School District and should model positive behavior. Student activities are an integral part of the school program and will be conducted in accordance with the ongoing policies of the Board and the regulations of the superintendent.

With the approval of the Superintendent and the principal, students may form extracurricular activity organizations. Each student organization must have a faculty sponsor. Clubs may meet during Activity periods or during non-school hours.

List of Interscholastic Sports and Activities

- Band
- Band Front
- Baseball
- Basketball
- Chamber Choir
- Cheerleading
- Chorus
- Cross Country
- Environmental Club
- FBLA - Business
- FFA - Agriculture
- Football
- Junior High Student Council
- Soccer
- Interact
- Leo Club-Community Service
- Musical
- National Honor Society
- National Junior Honor Society
- Scholarship Challenge
- Softball
- Spanish Club
- Speech & Debate
- Student Council
- Track
- Tech Squad
- Volleyball
- Wrestling
- Yearbook

Activity Rules and Regulations

Passing grades must be maintained. A student may be declared ineligible by the principal upon recommendation by a teacher.

Students must attend school the day of performance. Any exception to this rule must have prior approval of the principal. Excessive absence may constitute temporary dismissal from an activity.

Unacceptable behavior may result in temporary or permanent dismissal from the activity, determined by the advisor and principal. Use of tobacco, alcoholic beverages or drugs is forbidden. Any use or possession of alcoholic beverages or drugs will mean dismissal from all activities for the duration of the school year. Attendance at a teenage party where drugs/alcoholic beverages are provided/offered to minors is considered to be unacceptable behavior.

The director of the activity may recommend dismissal from the activity and/or sport for a just reason. All disciplinary measures will receive consultation from the appropriate principal. Any suspension or dismissal will be approved by the principal before implemented.

[District Policy: Extracurricular Activities](#)

Funds and Fundraising

Funds

1. Each fund **must** have a student treasurer to sign the appropriate forms for payment of bills.
2. Separate records must be kept of all receipts, deposits, and expenditures. These records are the sole responsibility of the advisors and coaches.
3. All forms for the withdrawal of money may be obtained from the Main Office. When forms are submitted, the bill (invoice) must be attached. All forms must be processed through the High School Principal.
4. All student activity organizations **must** submit to the principal's secretary a set of by-laws, list of names of officers, and minutes of all meetings.

Deposit of School Funds:

1. All monies for deposit to the activities account are to be remitted daily to the Main Office.
2. All monies should be counted before handing them over to the Main Office.
3. All activities' monies collected under the auspices of the School District, or its organizations must be deposited and processed through the "Activities Account."

Fundraising

Fund raising will be permitted by Board action only. Solicitation of students on school property without prior approval of the Board and/or the school administration is prohibited.

All fundraising activities conducted within the school system or by any school-related organization will be first approved by the Superintendent of Schools and at the next monthly committee meeting to be presented to the Board. All organizations within the school or outside the school program will comply with all existing school regulations. These include the proper completion and submission of related request forms.

Profits derived from the sale or drive by a school organization will be used with the building administrator's approval for expenses directly affecting the welfare of the students. Such funds will not supplant or conflict with district funding responsibilities. The present money in each fund should be used to finance a program of activities not part of the regular curriculum.

The present money in each fund should be used for student activity purposes and for those students currently in school, particularly when those students have contributed to the accumulation of the funds.

All requisitions for student funds received by Monday will be processed by Friday. All student funds requisitions need to be accompanied by a student expense voucher signed by the organization's student treasurer as well as the advisor and the principal.

[District Policy: Student Fundraising](#)

[District Policy: Advertising in Schools](#)

[District Policy: Relations with School Affiliated Organizations](#)

Elections

Candidates for student council or class officers must submit a petition and list of qualifications for desired offices at time of election. See the main office for more details.

[District Policy: Student Government](#)

Student Contests

Participating in interstate, national, or regional tournaments, festivals, exhibitions, or other types of multi-school competitions or individual student competitions representing the school district, may be approved by the Superintendent only if the event appears on the approved list of the National Association of Secondary School Principals or the National Elementary Principals Association. The loss of class time for preparation and for competition should be kept to a minimum, and long (in duration) and expensive out-of-state trips during the school year should be discouraged. Contests or other activities involving awards to students by agencies outside the school will not be permitted unless approved by the Board. The activity must have educational value and be of a noncommercial nature.

Public Appearances by Students

Students who desire to make public appearances, either individually or in groups, representing the School District, shall do so with the permission of the school principal and the Superintendent. Requests for permission to participate publicly will be made in writing and should be submitted to school officials at least one (1) month before the event.

[District Policy: News Media Relations](#) (includes students)

Dances

All “dances” are called “closed dances”, unless otherwise approved by administration at least two days prior to the dance. Separate dance/activity nights will be held for 7th and 8th grade students.

- All school rules are in effect during dances.
- Tickets must be purchased in the senior high office in advance unless otherwise announced.
- No one 20 years of age or older will be admitted, and no one after 9:00 will be allowed into the dance.
- If a student leaves the dance, he/she will not be readmitted.
- All attire must adhere to school dress code policy and event specifications.
- Students consuming, having consumed, or transporting alcoholic beverages are subject to school policies and the law. Both local and state police will be notified.
- Misconduct, by any student, could result in the suspension of school event privileges for the remainder of the year.
- Interpretation and/or any decision concerning dance guidelines not covered by these rules will be determined by the advisor.
- Each student is responsible for the guest they bring that evening out of the district. Guests must be registered in the office at the time of ticket purchase. Guest attendance is at the discretion of school administration. All students and guests must use the parking lot near the activity building. Guests attending with a Troy student must submit an approval form (obtained in the main office) prior to ticket purchase.
- No guests will be permitted at 7th and 8th grade school dances. Seventh and Eighth grade students are not permitted to attend high school dances.
- All dances shall be approved by the principal or assistant principal. Dances are open to THS students; however, guests may be admitted by the advisor, if cleared in advance by the principal/assistant principal. All guests attending must be currently enrolled in school and/or recent high school graduates and be approved by Troy High School administration.

- Students with behavior, academic, and/or attendance issues may be prohibited from attending these types of events at the discretion of administration.
- Students absent the day of the dance (or a Friday preceding a Saturday dance), may be prohibited from attending. See attendance policies.

[Administrative Regulation: Social Events/Class Trips](#)

ATHLETICS

The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board shall determine the standards of eligibility to be met by all students participating in an interscholastic program. Such standards shall require that each student, before participating in any interscholastic activity, be covered by student accident insurance or private family held insurance (proof of insurance will be requested by athletic director or school nurse); be free of injury; and undergo a physical examination by a licensed physician. (BP #123)

Athletic Courtesy

Visiting teams are honored guests of the home school and are to be treated as such. Student spectators represent their school the same as athletes do and are to be afforded the same respect and courtesy. Any spectator who continually demonstrates unsporting behavior may be prohibited from future contests. Decisions of officials must be abided. The practice of “booing,” “jeering,” or “taunting” is regarded a discourteous and unsporting.

Sportsmanship

The PIAA lists the following as the Fundamentals of Sportsmanship:

- ***Gain an Understanding and Appreciation for the Rules of the Contest.*** The necessity to be well informed is essential. Know the rules. If you are in uniform, refrain from expressing opinions on officials, coaches or administrative decisions. The spirit of good sportsmanship depends on conformance to a rule’s intent as well as to the letter of a given rule.
- ***Exercise Representative Behavior at all Times.*** A prerequisite to good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. The true value of interscholastic competition relies on everyone exhibiting behavior, which is representative of a sound value base. A proper perspective must be maintained if the educational values are to be realized. Your behavior influences others whether you realize it or not.
- ***Recognize and Appreciate Skilled Performance Regardless of Affiliation.*** Applause for an opponent’s good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship but also reflects a true awareness of the contest by recognizing and acknowledging quality.
- ***Exhibit Respect for the Officials.*** The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the contest. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on an official. The rule of good sportsmanship is to accept and abide by the decision made. This value is critical for students to learn for later application in life.
- ***Display Openly a Respect for the Opponent at All Times.*** Opponents are guests and should be treated cordially, provide with the best accommodations and accorded tolerance at all times. Be a positive representative of your school, team or family. This fundamental is the Golden Rule in action.
- ***Display Pride in Your Actions at Every Opportunity.*** Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, athlete, coach or official, this value is paramount since it suggests that you care about yourself and how others perceive you.
- ***Fan Behavior:*** Actions meant to demean opposing contestants, teams, spectators and officials are not in the highest ideals of interscholastic education and will not be tolerated. Fans observed violating these ideals will be asked to leave.

Eligibility

Academic Eligibility for activities, clubs, societies, organizations, and athletics

The student must be passing at least four full-credit subjects, or the equivalent. Eligibility is cumulative from the beginning of a grading period, must be reported on a weekly basis, and must be filed in the principal's office. Where a student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this Section, the student is ineligible from the immediately following Sunday through the Saturday immediately following the next Friday as of which the student's cumulative work from the beginning of the grading period meets the standards provided for in this Section. Where a school is closed on a Friday for any reason, the principal may, at the principal's election, determine whether the student as of that day meets the standards.

PIAA Curriculum Standards

PIAA Article IX:

Section 1: To be eligible for interscholastic competition, a student must pursue a curriculum defined and approved by the principal as a full-time curriculum. When required, this curriculum or its equivalent must be approved by, and conform to, the regulations of the State Board of Education and the Pennsylvania School Code, as well as any local policies established by the local school board. The student must be passing at least four full-credit subjects or the equivalent. Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis, and shall be filed in the principal's office. In cases where the student's cumulative work from the beginning of the grading period does not as of any Friday meet the standards provided for in this section, he/she shall be ineligible from the immediately following Sunday through the Saturday following the next Friday as of which his/her cumulative work from the beginning of the grading period meets the standards provided for in this section. Where a school is closed on a Friday for any reason, the principal may determine whether the student as of that day meets the standards provide for in this section. (BP#123)

Section 2: In order to be eligible for interscholastic athletics, a student must have passed at least four-credit subjects, or the equivalent, during the previous grading period, except as provided in Section 5. Back work may be made up, providing it is in accordance with the regular rules of the school.

Section 3: In cases where a student's work in any preceding grade period does not meet the standards provided for in Section 2, said student shall be ineligible to participate in interscholastic athletics for at least fifteen (15) school days of the next grading period where a school has four (4) grading periods per school year, or at least ten (10) school days of the next grading period where the school has six (6) grading periods per year, beginning on the first day report cards are issued, except as provided in Section 5.

Section 4: Students who are enrolled for the first time must comply with the requirements of the curriculum rules. The standing required for the preceding week, the preceding grading period or the preceding school year should be obtained from the records of the last school, which the student has attended.

Section 5: At the end of the school year, the student's final credits in his/her subjects rather than his/her credits for the last grading period shall be used to determine his/her eligibility for the next grading period.

Attendance Eligibility

PIAA: Article III

Section 2 A student who has been absent from school during a semester for a total of twenty (20) or more school days, shall not be eligible to participate in any athletic contest until he or she has been attendance for a total of sixty (60) school days following the twentieth (20th) day of absence, except where there is a death in the immediate family or a near relative as defined in Section 1154 of the Public School code of 1949, as amended, court subpoena, quarantine, or to attend a religious activity/function which the church requires its members to attend, or an absence of five or more school days due to the same confining illness or injury, such excused absence may be waived from the application of this rule by the District Committee. **Attendance at summer school does not count toward the sixty days required.** Absence from school for an entire semester, or for several semesters, shall disqualify a student for the same period as stated in this section.

Section 3 Fifteen (15) days or more of enrollment in a semester in any secondary school shall count as one semester membership. Enrollment at summer school does not count as a semester or part of a semester.

Troy Jr/Sr High Attendance Expectations for In Season Athletes

Any student who participates in extra-curricular activities and is absent or late for school will not be permitted to practice or engage in the scheduled activity and/or contest for that day. Any student who leaves school during the day WITHOUT permission will not be allowed to participate in the next practice or game. Students who are tardy and have medical, dental or court appointments will be permitted to participate as long as proof of the appointment is provided upon arrival.

ATTENDANCE

Attendance at school is mandatory. The right to attend public schools and the compulsory attendance laws apply to all children who legally reside within the boundaries of the Troy Area School District. This applies to migratory children. Troy Jr/Sr High School follows pupil accounting procedures established in the Pennsylvania Compulsory School Attendance Laws. Since good attendance and good grades are highly correlated, Troy Jr/Sr High School attempts to build close contact with parents.

Students are reminded that attendance records become part of their permanent school record and can have beneficial or detrimental results depending upon the record established.

Parents of absent students should call the school at 570-297-2176 by 9 a.m. if a child is going to be absent from school. Parents of absent children not called in may be contacted to verify the absence.

Students may not be asked to leave school because they have reached seventeen (17) years of age, have married, or are pregnant.

Any child who has attained the age of eight (8) years prior to February 1 of any school year, or who has entered school at an earlier age and who has not attained the age of seventeen (17) years, is required to attend school regularly during the entire school year except as amended by Section 1330 of the Pennsylvania School Code of 1949.

Flexible Instruction Day (FID)

The district believes that using a Flexible Instructional Day will allow students and teachers to continue the learning process while responding to a weather closure or emergency situation efficiently. Flexible instruction allows students to complete classwork at home should a situation occur which would prevent normal operations in one school or throughout the district. Flexible instructional programs may be online, offline, or a combination of the two. PDE will count this as a full day of school. The District has been approved to use up to a maximum of five (5) FID for this school year.

If a student cannot access the Internet or paper copies of the learning activities, he/she will have *three (3) school days to complete the assignments. Any student who fails to complete their FID assignment within three school days will be marked as absent.*

Students with IEPs: FID lessons will be designed for students with IEPs utilizing their program modifications, specially designed instruction, and supplementary aids and services identified in their individualized education plans. Upon return from an FID day, the special education teacher will meet with students to review work submitted, checking for completion, and understanding. If needed, students with IEPs will have up to five (5) school days to complete assignments.

School Calendar Impact: *Flexible instructional days eliminate the need for a make-up day since students are completing classwork at home.* Implementing an FID will not require additional make-up days when school is canceled. These make-up days could shorten the spring break or extend the school year. The District can use **up to five (5) FIDs per school year. FIDs are considered a school day and count toward the number of instructional days/hours** required under Article 15 of the Public School Code and Chapter 11 of the State Board of Education regulations. If you have any questions or concerns, please do not hesitate to contact your school principal.

Troy Area Jr/Sr High School Flexible Instructional Day Schedule

Activity	Time
Teacher Planning and/or Meetings	7:45-8:30
Period 1	8:30-8:50
Period 2	8:55-9:15
Period 3	9:20-9:40
Period 4	9:45-10:05
Period 5	10:10-10:30
Period 6	10:35-10:55
Period 7	11:00-11:20
Period 8	11:25-11:45
Lunch	11:45-12:15
Office Hours	12:15-1:15
Asynchronous Learning for Students Teacher Planning and/or Meetings	1:15-3:15

FAQs regarding Flexible Instruction Days

What if a student is on a pre-arranged absence?

The student would be expected to make up the learning activities and assignments within three days of returning to school just as if it were any other absence from school.

How is a student expected to complete the activities if they go to a child/daycare when school is canceled?

If the student cannot access the internet or take a paper-copy of the learning activities and assignments to the day care to complete that day, the student would have three days to complete the activities for course credit. However, students will be marked absent if they were unable to participate on the actual day of the FID.

How much time is my student expected to take to complete the assignments?

Teachers have designed learning activities and assignments that are equivalent to time spent on a similar activity on a regularly scheduled class period. Students working independently on an assignment will likely take less to time to

complete the assignment compared to a large group setting. Teachers will make every effort to assign an approximate time to each activity or assignment.

Will there still be make-up dates built into the district calendar?

Yes, make-up dates will continue to be built into the district calendar. A FID is an option that may be used in place of one or more canceled school days or make-up days but may not be used for all canceled school days in any given school year.

What if a student does not have access to their district device or internet on an FID?

If a household does not have Internet access, please contact the student's building principal. Parents and/or students should make teachers aware of a need for a hard copy of the assignment and/or store materials on their device for offline use. Any student can choose to do a hard copy assignment, even if internet access is not an issue.

Will elementary students have assignments and activities for their special classes such as music?

Students will be expected to complete lessons for classes that are typically scheduled for that day to include specials in physical education, health, art, music and library.

If the District has a FID day, will there still be after school activities and sports?

No. If the district has closed and put a FID in place, all activities will be canceled.

Tardiness and Early Dismissal from School

Students who arrive late to school (After 8:00 AM) must report to the Main Office upon arrival with the reason for their lateness. 1-4 tardies will be accepted with a note from a parent or guardian. All tardies after 4 may require a medical excuse. Excessive occurrences of lateness with no legal reason may count towards absences reported to the district magistrate's office. **After 4 tardies or early dismissals from school, parents and students may be asked to meet with the principal to address missing instruction time and to come up with a plan to address the situation. If a student accumulates 10 tardies, or early dismissals, this will be filed with the district magistrate.**

Written excuses are not required when the school bus is late arriving to the school.

Students may not leave school grounds for lunch. **The student's lunch period must be spent in the cafeteria.**

Absence from school

On the day students return from being absent, a written statement from home signed by the parent or guardian should be brought to school. This statement must include the date(s) of absences and the reason for the absence. It is preferred that parents use the district excuse form to report their child's absence. The district form is included in this handbook and can be found on the district website. There are also copies available in the JRSRHS office. **Failure to present a written excuse within three school days of returning to school may result in absences being recorded as unexcused and/or unlawful.**

At any time that a child's attendance is of a concern to the principal, the student and parents may be called in to meet and complete a **truancy elimination plan** to address the attendance issue. A parental excuse (excused absence) will be accepted for any day's absence to a total of **ten (10) days absence** throughout the school year. A doctor's excuse will be required for **any absence** beyond the ten-day limit. Any doctor's excuse will also require the date the student may return to school. Following an accumulation of ten (10) days of absence, a written notice will be sent to the parents or guardians. *A parent conference may be requested.*

Legality of Absence

Guidelines for legality of absences have been established by the Pennsylvania Department of Education and will be adhered to by Troy Jr/Sr High School. Acceptability of excuses will be determined by the school officials. **Notification of**

the school DOES NOT ensure that an excuse will be considered legal. The final disposition of any excuse is with the building principal or designated personnel.

If a student is absent for reasons other than those listed, he/she will be considered unexcused. **Parents of students who are absent three days unlawfully will be served an Official First Notice.** Any additional unlawful absence can result in parents being fined and referred under Act 333 to Child Welfare Authorities.

Please be advised that absence because of hunting is illegal and unexcused. An accumulation of three (3) days (illegal) during a school year warrants official action.

Students who are absent unexcused without parental knowledge and /or approval are considered truant. Any truant days are subject to being referred to Act 29 (1995) penalties. Under Act 29, the parent and/or guardians may be fined up to \$300.00. In addition, Act 29 may remove truant juveniles their operating privileges or their ability to apply for their learner's permits upon reaching their 16th birthday.

Make up work while absent

Students shall be permitted to make-up exams and work missed during **excused absences** with the following conditions:

1. A student has one day for each day absent from the date of return to make-up missed work.
2. The student is responsible to contact the teacher to find out what needs to be made-up. Most assignments can be accessed through the online learning management system (Canvas).

Assignments in cases of prolonged absence may be acquired through the office. One day absences are the responsibility of the student. Homework requests must be made before 11:00 am.. Homework assignments may be picked up from the office between 3:30 pm and 4:15 pm on the day the request is made. It is the responsibility of the student to return completed assignments.

Assignments during any suspension are the responsibility of the student. Assignments, quizzes, tests, or other work missed during suspensions shall be completed upon returning to school.

Assignments during an educational or family trip are the student's responsibility prior to the trip. All tests and quizzes must be completed within three days of returning to school. Educational or family trips require prior approval from the principal. Educational/family trip forms are available in the school office and are available on the district website. The form must be filled out and returned to the office five days prior to departure.

Excused Absences

- A. Illness
- B. Death in the family
- C. Religious holidays
- D. Impassable roads
- E. Delay of School Bus
- F. Educational trip
- G. Family trip that receives prior approval
- H. Court appearance
- I. Out-of-School suspensions
- J. Doctor/and or dental appointments

Unexcused Absences

- A. Parental neglect
- B. Illegal employment
- C. Truancy
- D. Hunting
- E. Oversleeping
- F. Tardiness
- G. Leaving school without permission
- H. **Failure to provide written excuse within three days of absence.**

District Policy: Attendance

PA School Code: Attendance

Leaving school early due to Illness or Injury

Any student who has become ill or suffers an injury while at school should report to the Nurse's Office. If the nurse determines that further treatment is necessary or that the student is ill enough to be sent home, the nurse contacts the person listed on the emergency card to pick up the student. **The nurse must approve sending a child home for illness in order for the excused time to be legal.**

Permission to Leave Class

Each student must be in the place specified on his/her schedule unless permission has been given to be elsewhere. If it is necessary to leave, students must receive a pass from the teacher with the time and location where they are heading.

NTCC Attendance on Early Dismissal/Delayed Start Days

NTCC closed and THS in session

Students must report to THS at 11am for Advisory Class when NTCC is not in session.

THS closed and NTCC in session

Transportation to and from NTCC will be provided by the district. If THS is closed due to inclement weather, student should not drive to NTCC.

All NTCC student will utilize T ASD transportation any time they are commuting to NTCC and T ASD in is session. NO exceptions.

Bus will leave TAHS at 8am

Bus will return to TAHS at 1130a.

All NTCC students will report to the office for attendance immediately from the NTCC bus before going to lunch. If the student does not report to the office, they will be reported as skipping class for that day. Consequences will be applied including suspension from NTCC and T ASD classes per student handbook.

All NTCC students must remain on campus upon returning from NTCC. Students may not leave campus or go to their vehicle for any reason without permission from the office. If the student leaves campus or goes to their vehicle without permission, they will be reported as leaving campus and skipping class for that day. Consequences will be applied including suspension from NTCC and T ASD classes per student handbook.

NO THS STUDENTS ARE ALLOWED TO EAT IN THEIR VEHICLES. NO EXCEPTIONS.

Other

Issues not covered in the above scenarios will be dealt with on an individual basis by the principal.

Trips

Educational Trips

Educational trips that cause students to miss school are discouraged. Attendance at school is important and is strongly encouraged, as no amount of make-up work can completely replace participation in the classroom. Therefore, a trip will not be automatically approved, but will be considered on its own merit taking into consideration the student's achievement, attendance record, and educational value of the proposed experience. The principal reserves the right to grant approval for excused days based on a student's attendance record and academic standing. Students may not be failing any subjects or have missed more than ten (10) days of school.

Students may take one (1) educational trip per year that total no more than five (5) days. The parent or guardian must submit a written request to the principal at least one (1) week prior to the trip, and the student is responsible for making up all assignments during the period of absence. Educational trip forms are available on the web site. No trips will be approved during final exams, PSSAs or Keystone Exams.

[Educational Field Trip Approval Form](#)

Field Trips

All field trips must follow procedures established in Board Policy #121. Local funding will not be used for field trips. Expenses must be covered through activity accounts and/or the students. Trojan Transport must be used for transportation needs of field trips.

Field trips occur when any group of students leaves the school campus under the sponsorship of the school and under the supervision of a school employee to extend the educational experience provided by the district curriculum. They require the submission of the appropriate form and the approval of the Superintendent.

Field trips should use the following guidelines:

- Parents must provide written permission.
- Students must remain with the group until the field trip is over.
- Students will conduct themselves in a manner that is a credit to the school district.
- **Students who are failing classes or owe detention time will not attend trips.**

Chaperones must have appropriate clearances and be on the approved volunteer list if they are not a district employee.

[District Policy: Field Trips](#)

HOMEBOUND INSTRUCTION (Further Detailed in BP #117)

Homebound instruction is available for resident children who are emotionally or physically incapacitated and who because of such physical incapacity are unable to attend regular sessions as certified by a licensed medical physician or psychiatrist. All referrals for students to be placed on homebound instruction must be made to the principal or his/her designee. The principal will meet with the parents or guardians to discuss the child's condition. The principal will refer the application to the Superintendent of Schools for approval. The Superintendent will approve or disapprove the homebound instruction. Disapproval will be given for any of the following reasons:

The information provided is incomplete.

The physician or psychiatrist does not support homebound instruction.

The illness or injury will not keep the student out of school for four (4) weeks or longer.

The homebound instruction is recommended for emotional reasons and the physician is not a psychiatrist. In addition, the student must be enrolled in a treatment program that is designated to deal with emotional difficulties.

If homebound instruction is approved, the parent and the principal will be notified in writing by the Superintendent on the district form. Homebound instruction is available for a minimum of four (4) weeks or twenty (20) school days and a maximum of twelve (12) weeks or sixty (60) school days. The principal or his/her designee will assign the certified homebound instructor.

[District Policy: Homebound Instruction](#)

Transfer and Withdrawals

Student transfers and withdrawals must be handled through the Guidance Office. Students who are transferring or withdrawing must have their teachers sign a form verifying that all textbooks and materials have been returned. All obligations, including the payment of fines, must be satisfied prior to any transfer or withdrawal. Failure to meet these obligations may result in legal action with the District Magistrate.

[District Policy: Withdrawal from School](#)

LUNCH

CAFETERIA GUIDELINES FOR TROY JUNIOR/SENIOR HIGH SCHOOL

1. LUNCH “MEAL DEAL” = \$0 REDUCED \$0

ALACARTE LUNCH ITEMS

- A. MAIN ENTRÉE \$2.25
- B. VEGETABLE, FRUIT \$1.50
- C. BREAD \$1.50
- D. MILK \$.50

2. BREAKFAST “MEAL DEAL” \$0 REDUCED \$0

ALACARTE BREAKFAST ITEMS

- A. MAIN ENTRÉE \$2.00
- B. FRUIT \$1.50
- C. MILK \$.50

*Troy Area School District qualifies for the Community Eligibility Program allowing us to provide free breakfast and lunch without requiring a free and reduced lunch application. We will require every family to complete an Economically Disadvantaged Determination Form. It will be sent home with your child the first day of school or you can find it on the district’s website: www.troyareasd.org; click on departments; click on Food Service, click on the form.

*We offer several items in addition to the menu such as a chef salad, choice of deli wraps and subs, yogurt platter, and/or a basket meal daily.

*We do accept personal checks made out to the Troy Jr/Sr High School Cafeteria and the total dollar amount of the check will be deposited on your child’s account. Parents can make an online payment at www.troyareasd.org; click on your child’s school; follow the steps to make cafeteria payment.

*Return Check Procedure-There is a fee of \$35 charged in addition to the original amount of the check.

*We do have a Charge Policy. Your child may charge up to \$10 in meals but may not charge/purchase any ala-carte items until the charges are paid. Your household will receive an automated call when charges reach this limit.

*At the end of the school year if your child has a balance on their account the money will be rolled over into the new school year, or you may request a refund if the amount is over \$5.00. Please send in a letter requesting your refund.

*If your child has a food allergy or is lactose intolerant, we need to have a Medical Needs Statement completed by your physician. This statement must list the allergy as well as the substitution for lactose intolerant; that is calcium equivalent to milk; that they would like us to provide.

DISCIPLINE

Troy Jr/Sr High employs a “4 D’s” philosophy for most discipline situations – students should not do anything that will be seen as Disrespectful, Dangerous, Disruptive, or Defiant by an adult. All students at the Troy Jr/Sr High are expected to conduct themselves in a manner that enhances the educational opportunities for all students and allows for an optimal learning environment. To create and provide learning opportunities in a safe and orderly environment, students must develop respect for property, law, an academic environment and for each

The components of good discipline are defined as:

Self-Control

All students have rights as well as responsibilities for those rights. Students have the right to equal educational opportunity in a safe and orderly environment. To protect these rights, all students have the responsibility to control their personal desires. Students must examine their own behavior and how it affects others. Self-control is the preferred method of assuring that the rights of all are protected.

Character

Your character is defined by your total pattern of behavior. The behavior you exhibit is yours. Defending your actions by describing the actions of others is unacceptable. Your actions determine your reputation and also help to determine how other people react to you now and in the future. Trust, respect, and true friendship of others must be earned. Your pattern of behavior or character determines how much trust, respect, and friendship you earn. You should make a genuine effort to develop and maintain good character.

Orderliness and Efficiency

Learning is often difficult work. It is made even more difficult when unnecessary distractions exist or when plans are unnecessarily disrupted. Self-control and good character help ensure that learning can be accomplished in an orderly and efficient manner.

[District Policy: Student Discipline](#)

Discipline Infractions & Related Consequences

Infraction	1 st Offense	2 nd Offense	3 rd Offense
Unexcused Absence (Excuses must be turned in within three days, Arrival after or dismissal before 11:30 am will count as ½ day.	Students are allowed three days of unexcused absence.	Unexcused absences after three days are considered unlawful.	If a student accumulates ten or more absences, this may be filed with the District Magistrate .
Academic Dishonesty (Minor) includes homework, quizzes, or other small value assessments	Zero grade, academic integrity assignment, conference with parent	Zero grade, detention, conference with parent	Zero grade, ISS, conference with parent
Academic Dishonesty (Major) Includes exams, finals, Major Projects, or other high value assignments	Zero grade, academic integrity assignment, conference with parent	Zero grade, detention, conference with parent	Zero grade, OSS, conference with parent
Unauthorized tardiness to school	Tardy #1 & 2- no consequence.	Third tardy in a quarter = Detention.	If a student accumulates ten or more tardies to school during the school year, this may be filed with the District Magistrate .
Tardiness to Class Students should be in class before the bell rings or be able to provide a pass.	Tardy #1 & 2- no consequence.	Third tardy in a quarter = Detention.	Every 3 tardies after the first detention in a nine-week quarter will result in 1 ISS
Skiping Class (miss one period or more, substantial lateness to class)	Detention		
Leaving School Grounds	Detention	1-day ISS/community service	3-day OSS/ community service
Dress Code Violation (including hats and hoods)	Student will be asked to change, or to be picked up by parent.	Student will be asked to change, or to be picked up by parent, detention.	Student will be asked to change, or to be picked up by parent, detention.
Inappropriate Language (swearing) used in class and/or during conversations during transitions (hallways)	Verbal or written warning/Discipline referral	Detention	1 Day OSS
Disruptive Conduct	Parent conference with teacher, discipline referral filed	Detention	Detention
Defiance / Disrespect (to staff, teachers and students)	Call home from teacher and detention	Call home from teacher, 1-day OSS	Call home from teacher, 3 days OSS
Damage to School Property	Restitution, OSS		
Inappropriate Use of Personal Electronic Devices (Minor)	Confiscation of electronic device for remainder of period.	Confiscation of electronic device for remainder of day. Student to pick up device from teacher after their final class of the day.	Confiscation of electronic device for remainder of day, Detention. Student to pick up device from principal

			after their final class of the day.
Inappropriate Use of School Electronic Devices	Conference with student, Confiscation of device until parent conference, possible detention, possible OSS, possible police notification.		
Inappropriate/Unauthorized Use of Personal Electronic Devices (Major)	Confiscation of device until parent conference. Possible police notification, OSS.		
Misbehavior with Substitute	Detention	Detention	OSS
Public Displays of Affection (PDA)	Discipline Referral – warning.	Detention	Detention for each subsequent infraction.
Skip Detention	Detention	1 Day OSS	Additional OSS
Acts Chargeable under the PA Crimes Code (Act 26 of 1995)			
Assault, Fighting	Police Involvement, OSS 3 days	Police Involvement, OSS, 5 days	Police Involvement, OSS 10 days
Arson	Police involvement, suspension, potential expulsion.		
Bomb Threats			
Criminal Mischief			
Demonstrations (Unauthorized)			
Disorderly Conduct			
Ethnic Intimidation			
Extortion			
Fire Apparatus tampering			
Harassment			
Hate Crimes			
Intimidation			
Possession, Use, or Sale of Controlled Substances	10 days OSS, parent notification, counseling, law enforcement notification, removal from athletics and extracurricular activities for the present season, potential expulsion		
Reckless Endangering	Police involvement, suspension, potential expulsion.		
Robbery			
Sexual Harassment			
Sexual Offenses			
Stalking			
Terroristic Threats			
Theft			
Theft of Services			
Threatening an Employee/School Official			
Weapons	Immediate suspension, recommendation for expulsion hearing, police involvement.		
Possession, Use, or Sale of Alcohol/Tobacco, Vape, Juul, and/or any synthetic chemical or tobacco devices.	OSS, Referral to SAP, law enforcement notification, removal from athletics and extracurricular activities for the present season.	OSS, law enforcement notification, removal from athletics and extracurricular activities for the present season.	OSS, law enforcement notification, removal from athletics and extracurricular activities for the present season.

* Administrative discretion applies to discipline infractions and consequences.

Threat(s)

- A statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done.
- Consequence - out-of-school suspension; police may be notified if the actions continue.

Retaliation –

All incidents of retaliation, revenge, should be reported to an administrator. A student who violates this policy shall be subject to appropriate disciplinary action. This may include but is not limited to:

- Counseling within the school
- Parental conference
- Loss of school privileges
- Transfers of classrooms, bus, or schedule change
- Detention
- Suspension
- Referral to law enforcement

Discipline Consequences Explained

Detention (hourly/lunch)

- Detention not being completed results in assignment to Saturday detention.
- Cellphones will be collected at the beginning.
- Sleeping, talking, visitors are not acceptable.
- Failure to complete assigned detention results in Saturday detention. May also impact ability to participate in certain school events.
- Detention is an isolated, supervised study opportunity/location. Students are expected to follow staff directives.

In-School Suspension (ISS):

- Students report to the ISS room for the day.
- Must come to the room prepared w/ work, books and materials needed for the day.
- Cellphones will be collected at the beginning of ISS.
- Talking, sleeping, visitors are not permitted.
- Students may speak to teacher for assistance or for restroom permission.
- Compliance w/ ISS rules are required to receive credit for the day.
- Failure to comply results in parental contact and the child not being able to participate in school events until detention assignment is successfully completed.

Out of School Suspension (OSS)

- Student is not permitted to attend school/school related activities for a specified period.
- Student is responsible for completion of work missed during suspension.
- Parental involvement required.

[Bullying \(Further Detailed in BP#249\)](#)

All incidents of bullying should be reported to an administrator. Students must make an adult at the school aware as soon as incidents occur, so the school can investigate and begin dealing with the situation in a timely manner.

[District Policy: Bullying/Cyberbullying](#)

[District Policy: Acceptable Use of Technology/Internet Safety](#)

Dress Code Policy (further detailed in BP#221)

TOPS

- Tops may NOT be see-through/revealing, ripped, or frayed.
- Graphics are permitted; however, references to alcohol, drugs, weapons, tobacco, or sexual connotations are NOT permitted.
- Hoodies may be worn but the hood may NOT be worn on the head.
- No undergarments may show from under clothing.

BOTTOMS

- Clothing should not contain holes above the mid-thigh.
- The hemline must be mid-thigh in length.
- Graphics are permitted; however, references to alcohol, drugs, weapons, tobacco, or sexual connotations are NOT permitted.
- No undergarments may show from under clothing.

FOOTWEAR

- No slippers

HAIR

- Hats/headgear are NOT permitted to be worn, unless a written religious exemption.

*No gang-affiliated attire or accessories will be permitted.

Students in violation of these standards shall be referred to the office. The student will be required to remove or cover-up the dress code violation. Student will be required to change into appropriate clothing.

Options for compliance to appropriate dress:

- Student may change to appropriate clothing provided by the school.
- Student may be removed from the school environment by the parent (illegal day).
- If the student is unable to adhere to these standards, the parents or guardians will be called to provide proper clothing.
- School dress code applies to all school functions. Students that fail to adhere to school dress code policy will not be permitted to attend.

[Board Policy: Dress and Grooming](#)

ELECTRONIC DEVICES Policy 237

Cell Phones

The existence of cell phones presents many potential possibilities and problems for school districts. It is understandable that students prior to and after school hours may have legitimate reasons for the conveniences they afford. At the same time, schools must consider the potential problems they may cause. Among those are the potential for disruptions they may cause and such issues as text messaging.

For example, they are not permitted during state assessment testing or during the Scholastic Aptitude Test (most commonly known as the SAT's, used by universities as a factor in admitting students) because individuals have used this feature to communicate during the test in an effort to cheat.

Students are permitted to use cell phones before school, after school, or otherwise directed by an adult. Students may not use cell phones or personal devices for wireless hotspots.

Continual violations of the cell phone policy, as with all disciplinary issues, will result in increasing consequences. The school will not be responsible for any cell phone that is stolen.

Wireless and Wired Speakers

The use of any speakers (e.g. Bluetooth or tethered) are not to be used during school hours, entry, or dismissal and will be confiscated. Parents will be contacted to pick up the speakers in the high school office.

Computers & iPads

The use of electronic resources at school is a privilege. Misuse of resources will result in the suspension or loss of privileges, as well as possible, disciplinary, legal, or other action necessary.

Minor: Includes the use of non-authorized apps, programs, sites, or other content during school hours. E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. Students may not use electronic devices when they have been asked not to use a device by an adult. Other actions deemed as a minor offense by the administration.

Major: Transmission of any material in violation of any U.S. or state law, including but not limited to copyrighted material without the written permission of the author or creator; threatening, harassing, pornographic, or obscene material; or material protected by trade secret. The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by the Troy Area School District. The use for personal financial, political, or commercial gain, product advertisement, or the sending of unsolicited junk mail or chain letters. The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users. The creation, propagation, and/or use of computer viruses or other malicious logic. Deleting, examining, copying, or modifying files and/or data belonging to other users. Unauthorized copying/installation of software applications belonging to the school. Intentional destruction, deletion, or disablement of installed applications on any iPad. Vandalism. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network /Internet. Attempts to breach security codes and/or passwords. Destruction of hardware or software or attempts to exceed or modify the parameters of the system. Other actions deemed as a major offense by the administration.

School Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students who leave school grounds are providing reasonable cause for being searched.

If a search of a student's person is conducted, (ex. pants pockets, coat pockets, cuffs, etc.) it will be conducted in private by a school official with an adult witness.

If extreme emergency conditions require a more intrusive search of a student's person, such a search may only be conducted in private by a school official, with an adult witness, and only upon the prior approval of the elementary principal for matters pertaining to elementary students or the secondary principal for matters pertaining to secondary students, or their designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. All contents in an individual student's locker are considered the property of the student. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without consent, and without a search warrant.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings should be turned over to proper legal authorities for ultimate disposition.

Use of Canines (BP#226)

The administration is authorized to utilize canines whose reliability and accuracy are legally certified for sniffing out contraband on school-owned property and in automobiles parked on school property. Canines shall not be used to search students unless school officials have established independently that there is reasonable cause to believe the student possesses contraband on his or her person. The canines must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable cause for further search by school officials.

[District Policy: Searches](#)

GUIDANCE

School Counseling Department Mission Statement

- The mission of Troy Area School District School Counseling Program is to provide a comprehensive, developmental counseling program addressing the academic, career and social/emotional development of all students. School Counselors are professional school advocates who provide support to maximize student potential and academic achievement. School counselors partner with the community at large: educators, parents or guardians, the business community, and post-secondary organizations. Our goal is to promote lifelong learning and to encourage our students to become healthy and productive members of society.
- Educational excellence is an investment in our future. As leaders of an educational partnership with the family and community, Troy Area School District will prepare all students with the skills essential to become responsible, productive citizens and lifelong learners in a rapidly changing global society.

The School Counseling/Guidance Department at Troy Jr/Sr High School helps students gain the fullest possible benefit from their years in school through a continuous program of academic, career, and social/emotional guidance. Resources include a library of vocational, technical, and college catalogs, scholarship and financial aid information, current occupational information, and other related reading materials. A thorough list of mental health and drug/alcohol counseling services are also available for students and their parent/guardian.

Troy Jr/Sr High School has adopted a guidance model that facilitates parental involvement. Parent involvement in planning the academic and career choices of their children is crucial. Numerous studies have demonstrated students' school success is greatly enhanced when parents are active participants in the choices their children make in their educational programs. This pattern of success is continued in their chosen careers and professions after their school years.

Parents are highly encouraged to arrange conferences with counselors at any time. Please contact the Guidance Office at 570-297-2176 to speak with or to schedule an appointment with your child's counselor.

In the 2023-24 school year your school counselors will be:

- **Mrs. Marie Gibble and Mrs. Holly Stevens**

The guidance office keeps your academic record. Your academic record is open to you and your parents. (Further detailed in BP#146).

Because of the availability of two counselors at the Junior/Senior High, many opportunities exist to meet with the counselors from 8:00 to 3:00 each day. Unless there is an emergency, students must schedule these meetings during lunch, study halls, before school, or after school. The guidance secretary will schedule a time when you can talk with your counselor if he/she is out of the office or busy with other students when you wish to speak with him/her. You may also email your counselor to set up an appointment. **Students must obtain a pass from a teacher before reporting to the guidance office.**

Career Planning

One of the most important decisions a student can make is which career to follow as a life's work. Our career determines the type of life we lead, as well as how well we provide for our own family's needs.

Counselors and teachers will utilize career information, including interest inventories, with the use of Smart Futures, a comprehensive K-12 career planning tool. By the end of Grade 8, every student will have an Individualized Career Plan. By the end of Grade 11, every student will demonstrate implementation of that Individualized Career Plan. Additionally, every student in Grade 10 will meet with a Career Coach provided by the Northern Tier Workforce Development Board.

Course Scheduling

Each year the counselors hold grade level specific scheduling meetings so that every student can receive the necessary information important to course selection for the following year. The Student Scheduling Handbook is provided annually by email to every student at scheduled time and is also available on-line. Hard copies will be available in the guidance office. Students wishing to discuss their course selection individually with the counselors are highly encouraged to do so before making final decisions about courses to take.

Career Clusters and Courses

All students parents/guardians are encouraged to select courses that will guide the student toward a possible career choice. Please refer to the Student Scheduling Handbook for details concerning:

- career clusters
- career pathways
- course descriptions, prerequisites and fees
- credit requirements by grade level
- graduation requirements
- service learning
- dual enrollment
- AP courses
- online courses
- Northern Tier Career Center offerings

For information concerning Service Learning, NTCC and Dual Enrollment see the [scheduling handbook](#). You can find the [scheduling handbook](#) on the Troy Jr/Sr High Website.

Schedule Changes

Parent permission is strongly encouraged for all student schedule changes. Counselors will consider graduation requirements when permitting drop/adds. **All change requests are subject to approval.**

Summer Schedule Change Requests

Summer Schedule Change Requests must be made through the Guidance Office. Student, parent, School Counselor and administrative (principal/assistant principal) input will be considered. Requests may be made via e-mail, a written request, by phone, or in person. If you need to leave a voice mail, please call:

Mrs. Brands – 570-297-2176 x5305 (Guidance Department Secretary)

Mrs. Gibble – 570-297-2176 x5306 (School Counselor)

Mrs. Stevens – 570-297-2176 x5307 (School Counselor)

Drop/Add Request Period

All schedule change requests made between **August 17, 2023, and September 8, 2023**, will require the use of the Drop/Add form. All completed Drop/Add request forms must be submitted to the guidance office **no later than September 8, 2023**.

Requests for schedule changes will be considered for the following reasons:

- Students with incomplete schedules and students new to the school.
- Students with computer errors on their schedule.
- Students needing to reschedule, repeat or make-up courses.
- Students with summer school credits (or did not take advantage of summer school as advised).
- Course upgrades.

Requests for schedule changes **after the Drop/Add deadline** must meet one of the following criteria:

- Academic misplacement
- Health conditions
- Personal concerns beyond the scope of academics
- Other situations may be considered on a case-by-case basis with approval from administration and the educational team.

Options for Failed Courses

- Reschedule courses for the next school year.
- Summer school course credit, and/or online credit recovery options are available at a cost to the family. Details are available through the guidance office. Summer school courses may also be available from nearby school districts. Contact the Guidance Office for information.

Deadlines provided by the Guidance Department **MUST** be followed. Students not submitting course selection paperwork, summer schedule change requests, or drop/add requests by stated deadlines run the risk of not getting courses they request, being assigned to courses they did not ask for, and/or having a schedule created for them.

Grades

Grades for all classes are sent home as needed but at least at the end of each nine-week marking period. Please refer to the school calendar for dates concerning end of quarter/semester, progress reports, and report cards.

Assessments represent an indication of progress and achievement based on the teacher's objectives. A student may be rated according to his/her actual achievement based on the specific objectives of the course instructor. No one evaluation should be so weighted that it would determine the marking period grade. Each teacher has a variety of evaluations per marking period, such as: chapter tests, unit tests, quiz-type tests, classroom participation grades, special projects, laboratory work, book reports, homework, etc.

A grade reflects academic achievement only. It is a **student's responsibility to obtain and complete all work missed** during absences according to the timeline and procedures established by classroom teachers.

When a teacher desires to withhold a student's mark to permit the completion of work, the teacher may signify a mark of "Incomplete" (I). This mark is used sparingly, and the student may receive credit for late work only in cases of illness or emergency. **Incomplete grades must be converted no later than two weeks from the date the report card is received.**

Teachers are to keep records of all student classroom absences. Grades for a student who has missed all, or a major part of a marking period are determined by the teacher in collaboration with the student's school counselor and the building principal.

When it is necessary for students to miss classes for practices, games, or other school activities, it is the responsibility of students to consult with teachers prior to the absence. Arrangements to complete work that would be missed should be made in advance.

Days absent and tardy are recorded on the report card at the end of each nine-week period. Questions regarding absences should be addressed to the building principal or assistant principal.

The following grading scale is used at Troy Area Jr./Sr. School.

All passing grades must be at least a 60%.

Letter Grade	Numerical Grade	Grade Points
A	100 - 90	4.00 - 3.67
B	89 - 80	3.66 - 3.00
C	79 - 70	2.99 - 2.00
D	69 - 60	1.99 - 1.00
F	Below 60	0

Final Exam Policy

Unless pre-arrangements have been made between student, teacher and administrator concerning final exams, students must be present to take their final exams. Students who do not report for their final exams must bring a doctor's excuse; a parent or guardian is asked to call the school if their student will be absent on the day of a final exam. If a student is absent, a doctor's excuse is required. **Students who do not bring in the appropriate doctor's excuse WILL receive a grade of zero for the final exam.** Attendance and participation in mid-term exams and final exams is mandatory on the assigned testing date. Any missed assessment will result in a grade of zero unless a legal excuse is provided and/or alternative arrangements have been made and approved through administration and the course teacher.

Junior High School (Grades 7 and 8)

Mid-Term and Final examination usage shall be left to the discretion of each content teacher. Designated dates and times within the overall schedule will not be formally adjusted for assessment purposes.

Senior High School (Grades 9-12)

All **Full Credit** courses will administer a comprehensive *mid-term exam or comparable project* prior to the end of Q2 and a *comprehensive final exam or comparable project* prior to the end of Q4. Mid-term exams and final exams will each count as 10% of the final grade average when combined with the four end-of-marking-period grades. (20-20-10; 20-20-10)

Fall Semester:

Q1-20%

Q2-20%

MT-10%

Spring Semester:

Q3-20%

Q4-20%

FE-10%

All **Half Credit** courses will administer a *comprehensive final exam or comparable project* prior to the end of semester. End of semester final exams will count as 20% of the final grade average when combined with the two end-of-marking-period grades. (40-40-20)

Class Rank/Honor Roll/Honor Societies

Class Rank

Class rank is computed quarterly. Students may find out their class rank by coming to the guidance office. Class rank is computed by using every subject the student has COMPLETED using the numerical grade and the credit value of the course. Final class rank will be determined by the final cumulative average for grades 9-12.

Honor Roll

To recognize outstanding academic achievement, two honor rolls have been established.

High Honor Roll	Students whose average is 95% or higher
Honor Roll	Students whose average is 92% or higher

National Honor Society

Students with a 94% average or higher are eligible for consideration for induction into the Trojan Chapter of National Honor Society. Students with "I" grades will not be considered. Once a student is elected, they remain a member always unless they fall below a 94% average, at which time they are warned. If that criterion does not improve after one marking period, the student may be removed by vote of the faculty committee.

National Junior Honor Society

There are five established criteria which a student must meet to be a member of NJHS. These criteria include scholarship, leadership, service, citizenship, and character. Initial selection is based on scholarship only. Students who are in this initial selection are currently in 8th grade, must have been in attendance at TJSJS for a period of at least one semester, and have a grade point average of 97 or better based on the 7th grade year. Students who meet the criteria stated above are then evaluated by the 7th grade core teachers who rate the students on specific requirements related to leadership, service, citizenship, and character as displayed during the 7th grade year. Students are now considered as a "Candidate" for membership. The Faculty Council then reviews the candidates and gives final approval for membership. Candidates are then informed of their selection but must continue the process with the completion of various forms and signatures.

Promotion and Graduation Requirements

Grade Level Classification

The grade level in which you begin the year in September is the grade level you will remain for the whole academic year. If you are short credits for promotion, it is in your best interest to engage in some type of credit recovery during the summer.

- 10th grade – Students must earn 6 credits their freshman year to be considered a sophomore. Students who have not earned 6 credits are STRONGLY ENCOURAGED to engage in some type of credit recovery during the summer following 9th grade at the student's expense. (on-line, summer school)
- 11th grade – Students must earn 12 credits by the end of their sophomore year to be considered a junior. Students who have not earned 13 credits are STRONGLY ENCOURAGED to engage in some type of credit recovery during the summer following 10th grade at the student's expense. (on-line, summer school)
- 12th grade – Students must earn 19 credits by the end of their junior year to be considered a senior. Students who have not earned 18 credits are STRONGLY ENCOURAGED to engage in some type of credit recovery, at student's expense, and be on target to complete their graduation requirements by the end of their senior year.

EACH STUDENT MUST SCHEDULE 8 CREDITS PER YEAR.

Troy Area High School Graduation Requirements:

Graduating Classes of 2024:

English	4.00
Mathematics (Algebra and Geometry-these can be taken prior to HS with NO credit)	4.00
Science (Biology and a Physical Science)	3.00
STEM (Technology, Science, or Math)	1.00
Social Studies (American History, World Cultures, US Civics and Government)	3.00
Arts and Humanities (Art, Music, Languages, Social Sciences)	2.00
General Electives	6.25
Physical Education (must take Physical Education every year)	1.00
Health	0.25
Lifetime Learning (or Careers and Financial Literacy)	0.50

Total Required Credits: 25.00

Graduating Classes of 2025 and beyond:

English	4.00
Mathematics (Algebra and Geometry-these can be taken prior to HS with NO credit)	4.00
Science (Biology and a Physical Science)	3.00
STEM (Technology, Science, or Math)	1.00
Social Studies (American History, World Cultures, US Civics and Government)	3.00
Arts and Humanities (Art, Music, Languages, Social Sciences)	2.00
General Electives	6.00
Physical Education (must take Physical Education every year)	1.00
Health	0.25
Career Exploration	0.25
Financial Literacy	0.25
First Aid/CPR Activities for Life	0.25

Total Required Credits: 25.00

State Graduation Requirements

In addition to District requirements, the Graduating classes of **2024 and beyond** must also meet the state requirements for graduation which are as follows:

Students can meet the statewide graduation requirement by completing one of the following options:

- Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology. The minimum Proficient score is 1500 for each exam.
- Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams. The passing composite score is 4,452. Students who meet the board-approved composite score of 4,452 must also score proficient on one of the three exams and no less than basic on the other two.
- Earning a passing grade on the courses associated with each Keystone Exam, and satisfactorily complete one of the following: an alternative assessment (SAT, PSAT, ACT, ASVAB, Gold Level ACT WorkKeys), advanced coursework (AP, IB, concurrent enrollment courses), pre-apprenticeship, or acceptance in a 4-year nonprofit institution of higher education for college-level coursework.
- Earning a passing grade on the courses associated with each Keystone Exam and pass the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.
- Earning a passing grade on the courses associated with each Keystone Exam and demonstrate readiness for postsecondary engagement through three pieces of evidence from the student's career portfolio aligned to student goals and career plan. Examples of evidence will include ACT WorkKeys, SAT Subject tests, AP, IB and concurrent coursework, higher education acceptance, community learning project, completion of an internship, externship or co-op or full-time employment.

For updates, please visit the PA Department of Education website. (www.education.pa.gov)

College and Trade School

Deciding on and Applying to Colleges

Having carefully considered all the facts you have acquired and having discussed your tentative choices with your parent/guardian, counselor, and others, you must now decide to which schools you will apply. Although you may apply to as many schools as you wish, it is important to consider the fact that most will require an application fee of \$20 or more. Most students apply to three or four colleges. If you are applying to several schools that have a reputation for being highly selective, you should also apply to a school where you are reasonably confident that you will be accepted. Also consider community colleges as a viable option. They are typically much less expensive and are an excellent way to begin your post-secondary education if you are planning to earn a four-year bachelor's degree. See your child's school counselor for more information.

When And How

Most students submit applications to colleges during September, October and November of their senior year.

Applications to some colleges and universities, military academies, and many nursing programs must be submitted prior to November 1. Please allow at least two weeks between the time you return your Transcript Release Form in the Guidance Office and the time that it is sent to your college.

It is imperative to notify the guidance office once you submit your application online. Remember, these schools also need your transcript. Below are some suggestions for completing your application if you choose to do the Common Application.

1. If you are submitting a Common Application, proofread your application before submitting it. Neatness and clarity are important. Make sure all information is complete.
2. The School Report must be completed by your counselor. Be sure your name is printed at the top. Make certain that your counselor has an up-to-date listing of your activities both at school and in other areas of your life.

3. Teacher recommendation forms (if required) should have your name and identifying information completed before you give the form to the teacher. You may provide an envelope which is stamped and addressed. Also, please give your teacher and counselor (if a letter of recommendation is required) two weeks to complete the letter. Complete a Transcript Release Form for every college you apply. A transcript of your grades and standardized test scores will be included and your counselor's recommendation (if necessary) will be prepared and attached.

Scholarships and Financial Aid

Because of spiraling costs, many colleges award some form of financial aid to many of their students. In order to qualify for financial aid, students need to complete the Free Application for Federal Student Aid (FAFSA) beginning October 1 of their senior year. Most of the aid is awarded solely on financial need. However, there are competitive scholarships based on academic merit. Your counselor can help you locate information on both types of scholarships. Also, many scholarships are available through our high school. For consideration for these scholarships, you MUST complete the Troy Common Scholarship Application which is available in the guidance office. Information about scholarships is available at the guidance office and on the guidance web page. Another excellent source of scholarship information is www.fastweb.com.

Competitive Merit Scholarships

These include awards made to those with special skills or talents in athletics, music, art and academics. Several steps for locating and/or qualifying for such scholarships include:

- Take the PSAT/NMSQT as a junior. ALL students are strongly encouraged to take the PSAT at no cost to the student.
- Take the SAT and/or the ACT the spring of your junior year and the fall of your senior year. Fee waivers are available for students who receive Free/Reduced lunch. You may take these tests as many times as you would like.
- Contact the Financial Aid Office of each college you are interested in and ask for information on competitive scholarships.
- Contact the personnel office of your parents' employers and ask if they sponsor a scholarship program.

Financial Aid Based on Need

These scholarships are awarded on the basis of the ability of the family to pay for post-secondary education. This is done by supplying information, generally based on your past federal and state income tax returns, to a central agency which then provides a "needs analysis" to the institutions or agencies where you have applied for assistance. In almost all cases you are urged to apply through all three of the agencies listed below:

- **Free Application for Federal Student Aid (FAFSA)** - This is automatically e-mailed to all students who take the SAT in March or May of their junior year. The FAFSA must be completed by the parent and submitted after October 1. You must indicate which colleges you wish to receive a copy of your "needs analysis." Deadlines for filing the application are generally May 1 of the senior year for those planning on entering a four-year college, and August 1 for those entering trade, technical or two-year programs. Check the guidelines from your college, as dates may differ.
- **Federal Pell Grants** - is a federally sponsored program which award grants (money that does not have to be paid back). The financial information from your FAFSA will determine what you will be eligible for through this program.
- **Federal Stafford Loans** - these are student loans which must be repaid. If the college you attend participates in the Federal Family Education Loan (FFEL) program, a private lender provides the funds for your Stafford Loan, although the federal government guarantees the loan funds. The interest rate is variable, but never exceeds 8.25 percent. The financial information from your FAFSA will determine your eligibility for this program, as well.

NOTE: Although the Guidance Office is a resource for students and parents who may have questions about Financial Aid, they are not experts in this area. The counselors are very willing, however, to help parents contact the appropriate sources,

such as PHEAA (Pennsylvania Higher Education Assistance Agency) and/or the Financial Aid Office at the school where the student will be attending. **A Financial Aid workshop is also scheduled every year in September or October in Troy or Canton (alternating years) to answer parent questions and address concerns. See the [district calendar](#) for more details. You are highly encouraged to attend with your child if possible.**

STUDENT ASSISTANCE PROGRAM (SAP)

What is the Student Assistance Program? (BP#236)

In Pennsylvania, every middle and high school and some elementary schools have a Student Assistance Program (SAP). The SAP team, made up of school and community agency staff, is here to help you access school and community services.

Do You See Your Child Showing Any of These Behaviors?

- Withdrawing from family, friends and/or school
- Changing friends; no longer spends time with old friends
- Unexplained physical injuries
- Talking about suicide
- Depressed
- Defying authority, both at home and at school
- Acting aggressively
- Lying
- Needing money without an explanation
- Sudden drop in grades
- Experimenting with drugs or alcohol
- Self-harm (i.e. "cutting")

Are You Concerned About Your Child's Reaction To?

- Recent death of a loved one
- Divorce of parents
- Family relocation
- A relationship problem or recent break-up
- Other traumatic event

If your child is having trouble in or out of school, we can help you. There may be times when you just don't know how to help your child. That's okay; someone else may know how to help. Don't feel embarrassed or uncomfortable about asking for help. When extra help is needed, knowing how and where to find help can be overwhelming. *Please contact the guidance office for more details (570-297-2176).*

How Does My Child Become Involved in the Program?

Your school's SAP team will help you find services and assistance with the school and, if needed, in the community. We do not diagnose, treat, or refer your child for treatment. Rather, we will provide you with information; you make the choices. **Remember, you are part of our team. Our goal is to help your child succeed in school.**

Students are referred to the SAP team in different ways. Anyone can refer a student to the Student Assistance Program. Some students are referred by teachers and other school personnel. Any school staff member, a student's friend or family member can let the SAP team know that they are worried about someone. The students themselves can even go directly to the SAP team to ask for help.

What if Someone Has Already Referred My Child to the Program?

First, know that your child was referred because someone is concerned about observable changes they are seeing in your child. Perhaps a teacher or friend has noticed changes in behavior and habits that you may or may not have noticed at home. Your observations of your child at home are very important.

A member of the SAP team will request that you sign a permission form for your child to become involved in the program. Once you sign, the SAP team will begin to work with you and your child. If you feel you need more information before making a decision, please let a member of the SAP team or your child's counselor know. Participation is voluntary.

What Happens After I Give My Permission?

There are several steps that the team will take after you sign the permission form:

1. The SAP team will gather more specific information about your child's performance in school from all school staff who have contact with your child. A member of the SAP team will also talk with you either in person or over the phone about your observations, your child's strengths, and your concerns.
2. Together, you and the SAP team will develop a plan of action to help your child achieve success in school. The plan might include services and activities in school and/or services from a community agency. If necessary, the SAP team will talk with you about services in the community and give you information on how to contact others who may be able to help.
3. The SAP team will continue to work with and support your child. They will stay in touch with you to talk about your child's progress and success in school. Your continued involvement is very important.

Contacting Your School's Student Assistance Program

If you feel your child may need help, call your child's school and ask to speak with a member of the SAP team. Someone will be available to listen to the situation and offer help.

Privacy

The SAP team and the school will respect confidentiality for you and your child at all times.

MEDICINE AND ILLNESS

Emergency cards are a vital part of a student's school record. This card is the first record checked in case of an emergency. Therefore, please have current telephone numbers and responsible relatives or neighbor's addresses listed correctly.

Any past health history that alerts the school to previous health problems is needed to maintain proper health care for the student. Please keep this information up to date.

All students who are ill or injured will report to the school nurse. The school nurse will make the decision of first aid treatment and whether the student should go home and will place the call to the parent or guardian. No student will be dismissed until this procedure is followed.

When the nurse is not in the building, ill students should report to the main office. (Further Detailed in BP#203.1, 210 and 210.1)

Medication Policy

The health care of a school-aged child, including the administration of medication, is primarily the responsibility of the parents. If it is necessary for the child to receive medication while at school, the following will apply:

For a student to be able to receive their medication while at school, there must be a physician's written order on file in the nurse's office, the medication must be in the current prescription bottle, and must be directly delivered to the Nurse's office by the parent or a student. All medications will be held by the nurse during the school day, and the student will see the nurse to receive their dose.

1. All medication's will be in their current prescription bottle, which will be stored in the Nurse's office for administration, no exceptions.
2. The student is responsible for going to the Nurse's office to receive their daily dose.
3. The administration of the medication will take place in the Nurse's office, and self-administration vs nurse administration will be decided at the discretion of the Nurse and Parents.

4. All medications must be accompanied by a physician's note, no exceptions. This includes but is not limited to over the counter medications like ibuprofen (AKA Motrin, Advil), Cough Medicine, and Over the Counter allergy medications like Claritin.
5. The ONLY medications that students may carry on their person while in school are an EPI Pen and or a rescue inhaler. The School nurse should be made aware of these medications.

Violation of these policies can be considered as possession of drugs and/or a controlled substance on school property and can result in the appropriate punishment for these offenses.

Injuries

Students who are injured while being transported to/from school, during the school day, in any school activity, or on school trips sponsored by the district (no matter how minor the injury may be) should notify the responsible teacher, the nurse or the principal at once.

TRANSPORTATION

Bus

BUS SAFETY AND DISCIPLINE PROCEDURES

EMERGENCY BUS CHANGE

A student's bus route home should only be changed in an emergency. The school must be contacted as soon as possible in an emergency to change a child's bus route home. Phone calls to notify the school need to be made prior to 1:00 PM; otherwise, we risk impacting bus times throughout the entire district.

EVACUATION DRILLS AND EMERGENCIES

The purpose of school bus evacuation drills is to have each student riding on a bus to know exactly what to do in the case of an emergency. All bus riders MUST cooperate fully with the bus driver and the assigned helpers during evacuation drills. Students must observe absolute silence during evacuation drills. These drills will occur twice a year.

PROCEDURES FOR HANDLING SCHOOL BUS DISCIPLINARY PROBLEMS

When a student is turned over to the principal by a school bus driver because of a disciplinary problem on the bus, it can be reasonably assumed that the driver has taken every step within his/her capability to solve the problem. This action, on the driver's part, would indicate that his/her actions have been to no avail and administrative action should be taken in order to eliminate or solve the problem.

While it is true that each disciplinary problem should be handled on an individual basis, the following are general procedures and guidelines:

Step 1 The majority of discipline problems are to be handled by the driver. He/She is allowed to assign seats, put students in front, etc. These actions should not come to school. The driver shall contact the parents to notify them of the student's conduct.

Step 2 First Bus Conduct Report – Major violations or repeated offenses require a Bus Conduct Report submitted by the bus driver and needs the principal's intervention. Discipline is to be determined by the principal, in conference with the bus driver. Parents are to be notified by the school principal.

Step 3 Next Bus Conduct Report – Parent(s) will be notified of discipline and may involve three school days suspension from bus riding.

Please note that a bus suspension requires the parent(s) to provide for the transportation of the student. Non-attendance at school due to a lack of transportation will be considered an illegal absence.

Step 4 Next Bus Conduct Report – Discipline will be the same as step three except it may involve up to five school days suspension from bus riding at the discretion of the principal. A Board hearing may be conducted for parent/student and bus driver at this step at the discretion of the Board.

Step 5 Next Bus Conduct Report – Discipline may be the suspension of bus privileges for up to 45 days of attendance. A hearing of either the full Board (Or the Board’s Transportation Committee, as determined by the Board) will be conducted for parent/student and bus driver at this step.

The sequence of discipline listed above is a general guideline. The primary elementary principal works with students individually to develop the skill to ride the bus appropriately. Consequences can include, but are not limited to, loss of recess time, bus cards, and silent lunch. Students who do not choose to correct their bus behavior can end up with a bus suspension.

***Behaviors that are not acceptable in a classroom are not acceptable on a bus.

SCHOOL BUS REGULATIONS

The school bus is an extension of the classroom, and all Troy Area School District rules and regulations are in effect. Parents can and will be held responsible for any damage done by their children. No unauthorized person may enter a bus without approval; unauthorized persons may be punished according to the law of the state of Pennsylvania. Student transportation is a privilege not a right in the state of Pennsylvania. General rules and regulations for governing and assessing student behavior on the bus are as follows:

- Students shall behave while on the bus. Riding the bus is a privilege that can be denied temporarily or permanently if the student's behavior warrants it.
- Students shall obey the bus driver at all times while under his/her supervision.
- Student shall board the bus in a calm and quiet manner and proceed to an assigned or empty seat.
- Students shall disembark in an orderly manner.
- Student shall not run in the bus or push other passengers while boarding or disembarking.
- Any student living on the opposite side of the street shall cross in front of the bus while traffic is stopped. Students should wait for driver acknowledgement to cross street.
- Students shall refrain from placing any part of the body or personal belongings outside the window or in the aisles.
- Students shall cooperate with the driver in providing all information necessary to enforce the rules for safety.
- Students shall refrain from talking with the bus driver except when spoken to or when an emergency arises.
- Student shall act with courtesy and respect toward private and public property and shall expect to be held accountable for committing an act of vandalism.
- Bus drivers will be instructed not to wait any longer than 10 seconds for a student who is not in sight.
- Students are expected to be at bus stop waiting for bus at least 5-7 minutes before the designated pick-up time.

- While on the bus or at bus stop students shall obey all rules and regulations normally associated with proper classroom behavior and safety. This includes refraining from tobacco, vapes and other uncontrolled substances, vandalism of any kind, discourteous acts or fighting, excessive noise, throwing of materials, use of profanity, use of disrespectful behavior, and possession of weapons.
- Students shall always remain seated while the bus is in motion and shall not move from seat to seat.
- No animals, weapons, dangerous or objectionable items may be brought onto the bus.
- Students are expected to keep their seat and bus area clean.

Disciplinary Action

If the bus driver believes that a student's behavior warrants disciplinary action, the driver will fill out a bus conduct form.

1. The principal or assistant principal will discuss the report with the student involved. If the student's version of the incident differs significantly from that of the bus driver, the principal will make a further investigation.
2. If the facts on the bus conduct report are substantiated, the student will be disciplined by the principal in accordance with current policy.
3. A copy of the bus conduct report form is sent to the student's parents with principal's comments of the action taken.
4. The reporting bus driver will be informed of the disposition of the bus conduct form.

NOTE: The seriousness of the incident may warrant the automatic suspension of riding privileges.

In case of a serious nature where the student is denied busing privileges, the parents will be notified as soon as possible. The building principal may, at his decision, arrange for a group conference with all parties involved (bus driver, student, and parent(s) or guardian). The police may also be called.

Student Automobiles

Driving Privileges

Students are permitted to park on school premises as a matter of privilege, not of right. Liability under the law makes it necessary that this privilege be carefully regulated, and student cooperation is necessary. It is never pleasant for the students or school when driving privileges are revoked.

Permission for students to ride with each other is a matter for parents or legal guardians to decide. The District is not involved in these decisions and accepts no liability in these matters.

All local and state laws must be observed while driving to and from school and on school grounds. Violations are reported to the proper authorities for action. A violation may result in the loss of driving privileges in the school zone regardless of what action is taken by authorities. A duplicate report of the violation is made and sent to the parent or legal guardian.

New or additional vehicles must be registered before they are driven to school.

All NTCC students will utilize T ASD transportation any time they are commuting to NTCC and T ASD is in session. NO exceptions. Bus will leave THS at 8am. Bus will return to THS at approximately 11:30am.

Students who wish to park in the student parking lot must be a **junior or senior** at Troy High School. Students must provide to the office staff: a valid driver's license, vehicle registration, and parent approval form if they wish to drive. For a student to be allowed to drive, he or she must have passed **all classes the prior quarter and must not have been assigned any disciplinary action during the school year**. Students who receive a disciplinary consequence will have their parking privileges removed for the remainder of the school year. Students who have failed a class may re-apply for

their parking privileges after they have completed one quarter of passing all classes. Students who drive need to display a valid parking pass in their vehicle's windshield. Vehicles not adhering to these rules will be towed at the student's expense.

Driving/Parking Rules

1. Student must have passed **all classes** the prior quarter.
2. Students with a referral that results in a consequence may have driving privileges revoked for remainder of the school year.
3. Students must be of junior or senior status to drive unless otherwise authorized by principal.
4. All student vehicles must be registered in the main office.
5. All student vehicles must have their assigned current parking pass affixed to the rearview mirror.
6. All cars must be parked in the assigned student parking spot.
7. Cars may not be driven during school hours without permission.
8. Observe local and state laws. Driving must be at a safe rate of speed as posted. Reckless driving is prohibited; and includes but is not limited to quick starts and stops, honking horns and revving engines unnecessarily, and failure to observe pedestrian safety.

Parking violations may result in temporary or permanent suspension of driving privileges.

Automobile Searches

Because driving is a privilege, so is parking on school property. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interior of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. The District reserves the right to remove any objects or materials contrary to school rules or that may be detrimental to the safety of the school or students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

[District Policy: Use of Bicycles and Motor Vehicles](#)

[District Policy: Searches](#)

OTHER

[Instructional Support Team \(IST\)](#)

The Instructional Support Team (IST) is an innovative program whose goals are to maximize individual student success in the regular classroom, while at the same time serving as a screening process for students who may be in a need of special education services.

[Child Study Team \(CST\)](#)

The Child Study Team (CST) assist **those students who have been experiencing academic and/or behavioral difficulties, affecting their ability to learn.** It is through this process that specific instructional strategies are developed and implemented in a regular classroom.

[Special Education](#)

The district shall offer each student with disability education programs and services that appropriately meet the student's needs for educational, instructional, transitional, and related services. A student who requires special education shall receive programs and services according to an individualized education program (IEP).

The Troy Area School District provides a free, appropriate public education to children with disabilities who need specially designed instruction or service agreements. Gifted programming is also available to accelerate and enrich the learning of eligible students. State and federal regulations guide the District in locating, assessing, and planning for the needs of its exceptional students. To access our required annual notices, please visit our website using the link below or contact the Support Services Office at 570-297-2750:

<https://www.troyareasd.org/SpecialEducation.aspx>

Gifted Education

In accordance with the Board's philosophy to develop the special abilities of each student, the district shall provide gifted education services and programs designed to meet the individual educational needs of identified students.

Working Papers

All students receiving wages for employment need working papers until they are eighteen (18) years of age or have graduated. A student must be at least fourteen (14) years of age to receive working papers. Working papers are available in the Main Office and must be applied for in person by a parent or guardian with the student's birth certificate. Students **may not** be excused from school or sign out early for employment unless it is part of an approved work-study or internship program.

Public Complaints (BP#906)

The Board welcomes inquires, suggestions, and constructive criticism regarding the district's programs, personnel, operations and facilities. Any parent/guardian, student, resident or community group shall have the right to present a request, suggestion or complaint. The Board intends to provide a fair and impartial method for seeking appropriate resolution. We ask that you start at the building level with your request, suggestion or complaint.

Homeless Children and Youth

If you know of a child who is experiencing homelessness, please contact the Support Services Office at 570-297-2750. This includes children and youth who are:

- Sharing housing (doubled-up)
- Living in motels, hotels, trailers, or camping grounds
- Living in emergency shelters or transitional housing
- Unaccompanied Youth-Abandoned, Runaways
- Living in cars, parks, public places, abandoned buildings
- Migratory children (living in the circumstances referenced above)

The term "homeless children and youth" means individuals who lack a fixed, regular, and adequate nighttime residence; and includes—(1) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; (2) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; (3) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and (4) migratory children who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in (1) through (3). If you know of a child, or are a child in these circumstances, contact one of the school offices. You are entitled to assistance.

GLOSSARY

Academic Integrity

The Troy Area School District supports students' learning and academic achievement by encouraging them to produce academic work that is their own best efforts, done with integrity, and displays the best academic ethical behavior. The district requires all students to demonstrate honesty and responsibility and to abide by ethical standards in preparing and presenting materials, as well as in testing situations. Grades should reflect the student's own work. Academic dishonesty, cheating, or plagiarism involves an attempt by the student to show possession of a level of knowledge or skill that she/he does not possess. It involves any attempt of a student to substitute a product of another, in whole or in part, as his/her own work. It also includes theft, possession or unauthorized use of any answer key.

A lack of academic integrity is cheating. **Cheating** will be defined as the following and the attempt to do the following:

1. **Copying/Sharing Assignments** – copying or giving an assignment to a student to be copied, unless permitted or required by a teacher.
2. **Plagiarism** – the willful submission of any work that is not the student's own. It also includes the submission or use of falsified data or records. **Plagiarism** is further defined as the act of appropriating the literary composition of another, or parts of passages of his/her writings, or the ideas or language of the same, and passing them off as the product of one's own mind. It involves the use of any outside source without proper acknowledgement. In the academic setting, an **outside source** includes any work, published or unpublished, by a person other than the student. **Plagiarism** may be word-for-word copying of a source, paraphrasing the source without giving proper credit, and/or mosaic in which phrases and terms are copied and embedded in the student's work. It also includes the borrowing of a sequence of ideas, the arrangement of materials or the pattern of someone else's thought without proper acknowledgement.
3. **Cheating on Exams or Major Projects** – the use of unauthorized material, including, but not limited to, textbooks, notes, calculators, or computer programs during an examination or on a major project without the consent of the instructor. It also includes textbooks, notes, calculators, or computer programs during an examination or major project.
4. **Forgery/Stealing** – the unauthorized access to an exam. It includes the use of an alternate, stand-in or proxy during an examination. It also includes the alteration of computer and/or grade book records or forgery of signatures for the purpose of academic gain, as well as sabotaging or destroying the work of others.

Alcohol/Drugs

This includes any student under the influence of or involved in the possession or transfer of alcohol, drugs or paraphernalia. Students guilty of the use of either alcohol, drugs or paraphernalia may opt to take six (6) weeks of drug/alcohol counseling in residence at the Troy Jr/Sr High School.

If, at the conclusion of the six (6) weeks of counseling the counselor approves, the ban on participation in athletics or extracurricular activities may be waived at the conclusion of the present season. Further, additional drug and/or alcoholic violations will revoke all athletic and extra-curricular privileges, as previously specified, for the duration of the school year. **Note: extracurricular activities include club involvement, and the participation in any school activity which is not an academic requirement.**

Bullying (Further Detailed in BP#249)

"Bullying" shall be defined as a series of acts directed at another student which occur in the school setting, are severe, persistent, or pervasive and the effect of interfering with another student's education, creating a threatening environment or which substantially disrupt the operations of the school. The school setting shall mean in the school, on school grounds, in school vehicles at designated bus stops or at any activity sponsored, supervised, or sanctioned by the school.

Damage to School Property

School property is books, materials, equipment, furniture, buildings and grounds, etc.

Defiance and Disrespect

Includes the refusal to follow a request by an adult, or showing the lack of regard, appreciation, concern and/or consideration.

Disruptive Conduct- Any conduct which impedes student safety or learning.

Hazing (Further Detailed in BP#247)

Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful destruction or removal of public or private property for the purpose of initiation or membership in or affiliation with any organization recognized by the Board. When a student feels a hazing incident has occurred, he/she should immediately report the incident to the building principal or assistant principal.

The Board does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity.

Skipping Class/School

Skipping includes any time a child leaves school w/o proper adult permission, or anytime a parent thinks child is in school and he/she is not. Study hall, class, lunch, etc. are all equal when considering class cuts/skipping.

Suspension

In School Suspension

Out of School Suspension

Tobacco

Includes the use of any tobacco products. The use of e-cigarettes or vape devices whether or not tobacco is used in them is included in this category.

Students caught in possession of or use of tobacco products on school property can be fined according to the SB 1315 bill which was enacted by Congress on Nov. 25, 1996. When turned over to the police, the student may be fined. Fines typically increase with each offense. In lieu of a fine, the magistrate may assign the student to an alternative adjudication program.

Athletes who are found in violation of this policy will be removed from athletics for the remainder of the season and referred to SAP. Completion of a six-session educational session for abused substances, principal approval, and return of all school equipment will be required to participate in any future athletic activities.

Truancy

Unexcused absence is termed unlawful and truant absence when a student is less than seventeen (17) years of age. Following each day of such absence, a notice is sent to the parent(s) or guardian(s). Any subsequent unlawful absence may result in arrest, hearing, and imposition of fines.

The state regulation does not imply that all students are permitted three (3) days of illegal absence. A half-day of such absence is a violation of the law. It simply means that only after three (3) days of such action is legal action taken against the parent(s) or guardian(s) and the student.

A tardy to school or to class is also a violation of the law. The time lost due to tardiness, not accompanied with acceptable excuse, will be accumulated and counted as illegal or unexcused absences.

ACTS Chargeable Under the PA Crimes Code

Respect for Law (Board Policy 218.1)

Act 26 of 1995

This law requires schools to follow specific procedures to make schools safer. Act 26 also requires the filing of Individual Incident Reports on twenty-four (24) different types of misconduct: 1) Assault on fellow students; 2) Assault on a school employee; 3) Ethnic Intimidation; 4) Extortion; 5) Fighting; 6) Homicide; 7) Intimidation; 8) Kidnapping; 9) Malicious Harassment/Racial Intimidation/Hate Crimes; 10) Reckless Endangering; 11) Robbery; 12) Sexual Harassment; 13) Sexual Offenses; 14) Threatening a School Official; 15) Arson; 16) Bomb Threats; 17) Demonstrations; 18) Disorderly Conduct; 19) Possession of a Firearm; 20) Possession of a Knife; 21) Possession of Other Weapons; 22) Terroristic Threats; 23) Possession, Use, or Sale of Controlled Substances; or, 24) Possession, Use or Sale of Alcohol or Tobacco.

This law requires that the Individual Incident Report be placed in the student's permanent record and be transferred with the student if the student transfers to another school. Once a year, the information from these records must be submitted in a report to the Pennsylvania Office of Safe Schools.

Aggravated Assault (18 Pa. C.S. 2702): Attempting to cause serious bodily injury to any of the following:

Another person, or cause such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life;

1. To an operator of a vehicle used in public transportation while operating such a vehicle;
2. A police officer making or attempting to make a lawful arrest;
3. Another person with a deadly weapon;
4. A teaching staff member, school board member, other employee or student of any elementary or secondary publicly funded education institution, and elementary or secondary parochial school while acting in the scope of such person's employment relationship to the school.

Criminal Mischief (18 Pa. C.S. 3304): Any one or more of the following:

1. Damaging tangible property of another intentionally, recklessly, or by negligence in the employment of fire, explosives, or other dangerous means relating to causing or risking a catastrophe;
2. Intentionally or recklessly tampering with tangible property of another so as to endanger person or property;
3. Intentionally or recklessly causing another to suffer pecuniary loss by deception or threat;
4. Intentionally defacing or otherwise damaging tangible property of another with aerosol paint can, or a broad tipped indelible marker or similar marking device.

Disorderly Conduct (18 Pa. C.S. 5503): Actions taken with intent to cause public inconvenience, annoyance, or alarm, or recklessly creating a risk including the following offenses:

1. Fighting, or threatening violent or tumultuous behavior;
2. Making unreasonable noise;
3. Using obscene language or making an obscene gesture;
4. Creating a hazardous or physically offensive situation; or,
Any act that serves no legitimate purpose

Fire Apparatus Injury or Tampering (18 Pa. C.S. 3305): The willful and malicious cutting, injuring, damaging, destroying, or defacing of any fire hydrant, fire hose, fire engine, or other public or private fire equipment or apparatus. (See Board Policies 218, 218.1, 222, 227 and 237)

Harassment (Detailed in BP#248)

- Any actions by a person that are perceived in such a way as to annoy and/or alarm the other person and when these actions continue after a request to stop.
- Consequence - Four (4) hours detention; out-of-school suspension; police may be notified if the actions continue.

Harassment and Stalking (18 Pa. C.S. 2709): Harassment: Actions taken with the intent to harass, annoy, or alarm another person including the following:

1. Striking, shoving, kicking, or otherwise subjecting another person or persons to physical contact or threatening to do so;
2. Following a person or persons in or about a public place or places;
3. Engaging in a course of conduct or repeatedly committing acts which alarm or seriously annoy another person with no legitimate purpose

Robbery/Stealing

Taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force or threat of force or violence and/or putting the victim in fear of immediate harm.

Simple Assault (18 Pa. C.S. 2701): any of the following actions:

1. Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury to another;
2. Negligently causing bodily injury to another with a deadly weapon; or,

3. Attempting by physical menace to put another in fear of imminent serious bodily injury

Stalking

Engaging in a course of conduct or repeated acts towards another person, including the following of the person without proper authority, under circumstances, which demonstrate any of the following:

1. Intent to place the person in reasonable fear of bodily injury;
2. An intent to cause substantial distress to the person.

Terroristic Threats

To set fire, blow up, and other ways destroy the school or harm a mass amount of students

Theft by Unlawful Taking or Disposition (18 Pa. C. S. 3921): A person is guilty of theft if he unlawfully takes, or exercises control over moveable or immovable property of another with the intent to deprive him thereof.

Theft of Services (18 Pa. C. S. 3926): A person is guilty of theft of services where compensation for service is ordinarily paid upon the rendering of such service, as in the case of hotels and restaurants, refusal to pay or absconding without payment or offer to pay gives rise to a presumption that the service was obtained by deception as to the intention to pay.

Weapons

The law prohibits the possession of weapons on school property and mandates that students who do possess a weapon as defined by the law be expelled from school for up to a year. Troy's Behavioral Plan clearly reflects this mandate.

A "weapon" is defined as any loaded or unloaded firearm (including any pellet guns, BB guns, or look alike firearms); any explosive device of any kind, all knives; or any other tool or instrument that is not reasonably related to the district curriculum such as (but not limited to) chains, brass knuckles, night sticks, and ax handles.

In accordance with the Gun Free Schools Act of 1994, any student who brings a weapon, or is in possession of a weapon on school property will be brought before the Board of School Directors for an expulsion hearing. In addition, the infraction will be reported to the proper legal authorities.

Immediate suspension from school, notification of police, recommendation for an expulsion hearing will follow any weapons violation.

Personnel

Board of Education

Heather Bohner	Jolene Smyth
Chrissi Stanton	Sarah Murray
Mary Abreu	Janet Ordway
Tad Culkin	Dan Martin
Abe Capece	

Administration

Superintendent.....	Dr. Janilyn Elias
Business Manager.....	Traci Gilliland
Transportation Director/Food Services Director	Bonnie Bixby
Director of Student Services	Stephen Boyce
Maintenance Supervisor.....	Shawn Horton
School Psychologist	Mark Rockwell
Director of Technology.....	Nicholas Andre
JrSr High School Principal	Steve Brion
JrSr High School Assistant Principal	Brad Feldmeier
JrSr High School Athletic Director	Brad Feldmeier
WR Croman Primary School Principal	Brian Wilcox
Intermediate School Principal	TBD

Faculty

Pam Allen-Gifted	Autumn Gilmour-Spanish	Amy Pautz - Mathematics
Kelly Aylesworth - History	Abigail Herman- Mathematics	Craig Pequignot - Industrial Arts
TBD- Science	Lisa Heasley - Science	Erica Pequignot – History
Heather Borden - English	TBD – Science	Claire Pratt-Learning Support
Laura Brown - Mathematics	Leighanne Ingram- Science	Maggie Pratt-Physical Education
Sarah Brown- Science	Shauna Kellogg- Life Skills	William Skipper – History
Heidi Butler - History	Jeremy Kulago – TOA	W. Robert Stark – Mathematics
Glen Butters- Mathematics	Ginger Lathrop - Mathematics	Holly Stevens – School Counselor
Melissa Caudill – Mathematics	Sydney MacDonald – Music	Beth Ward - English
Melissa Chase- Learning Support	Elanor Madigan – Nurse	Lyle Wesneski - History
Meredith Davison - English	Erik Marhefka – Business	Danielle Wheeler - English
Annette DeLosa - English	Theresa May - English	Robert Woodward - Learning Support
Brianna Erdmann - Music	Amy Miller – Arts	Tammy Woodward – English
Tara Freeman - Learning Supt /FACS	Curtis Miller - Physical Education	Chance Wright-Learning Support
Robert Gentile - Science	Kathy Morris-School Social Worker	
Marie Gible – School Counselor	Brooke Schucker – Agriculture/I.A.	
	Kendra Pardoe-History	

Paraprofessionals:

Cynthia Collins	Jodi McPherson	Gregory Vogel
Janna Dibble	Lisa Schwenk	Rebecca Wrisley
Jamie Ganiel	Lori Sollenberger	
Brenda Holdren	Brenda Vogel	
Jen Packard		

Secretarial Staff

Theresa Brands

Denise Brown

Stacy Houseknecht

Cafeteria Staff

Ruth Bastion

Deanna Beech

Kathy Crawford

Pam Hicks

Olivia Leonard

Barbara Morgan

Michelle Roupp

Tara Weed

Custodial Staff

Sherry Heasley

Christopher Kenyon

Anthony Nybeck

Roger Riddle

Anthony Snyder

Susan Swain

Handbook Review

We, the parent/guardian and student, by signing below acknowledge that we have read and reviewed the 2022 - 2023 Troy Area Jr/Sr High School Student Handbook. We agree that we will do our best to abide by and work with the school to follow the guidelines provided in the handbook. Please return this page to the main office.

Parents, please review this with your student and sign below. ***Please note changes this year in the guidance, driving, and discipline sections.***

Student Name (printed)

Student Name (signature)

Parent/Guardian Name (printed)

Parent/Guardian Name (signature)

Date _____